PowerPoint Presentation
Summary of
Questions and Answers

Training Instruction _ SBCH Cost Report   **Q&A**

1. Q: is this a review, the cost report looks nearly identical as last year?

A: This not a review of last year's training materials, although it may seem as a review to some who attended the training last year and prepared the 2011 SBCH Cost Report.

The following is a brief summary of changes between the 2011 report and 2012 report

Certification page :

1. Added lines to identify separately cost of Salaries and Wages and cost of fringe benefits
2. Removed line reporting the cost of DME items
3. Corrected formula calculating IDC to reflect use of the 10% OIG allowed rate

1 Provider Data page:

Added line to record OIG allowed IDC Rate

2 Medicaid allocation % page:

Simplified layout of page 2a

4 SBCH Chart of Exp Codes page:

Simplified list of expenditure types and codes listed on page 4

6 DSP Time Study Summary page:

Simplified layout of page 6

7 Admin Time Study page

Simplified layout of page 7

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2. Q: is this a review, the cost report looks nearly identical as last year?

A: Continue - answer to the above question

Wkst #2 Direct S&W page 9 :

1.   Added columns to identify separately cost of Salaries and Wages and cost of fringe benefits
2.   Added columns to identify Federal reimbursement for costs of Salary and wages and fringe benefits
3.   Edited column descriptions

Wkst #2a Admin S&W page 10 :

1.   Added columns to identify separately cost of Salaries and Wages and cost of fringe benefits
2.   Added columns to identify Federal reimbursement for costs of Salary and wages and fringe benefits
3.   Removed columns calculating IDC
4.   Edited column descriptions

Wkst #3-404(Purch Prof Serv) page 11:

1.   Added columns to identify Federal reimbursement for costs reported on page 11
2.   Aligned line descriptions with chart of expenditure codes
3.   Edited column descriptions

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A: Continue - answer to the above question

Wkst #4-407(Suppl & Material) page 12:

1.   Added columns to identify Federal reimbursement for costs reported on page 12

2.   Aligned line descriptions with chart of expenditure codes

3.   Edited column descriptions

Wkst #5-408(Purch Prop Serv) page 13 :

1.   Added columns to identify Federal reimbursement for costs reported on page 13

2.   Aligned line descriptions with chart of expenditure codes

3.   Edited column descriptions

WKS #7-Transportation page 16:

Revised layout of page 16

Wkst #9-411(All Other Exp) page 18:

1.   Added columns to identify Federal reimbursement for costs reported on page 13

2.   Added lines for cost descriptions included in chart of expenditure codes

3.   Edited column descriptions

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2. Q: is this a review, the cost report looks nearly identical as last year?

A: Continue - answer to the above question

19-REGISTER(xx) xxxxxx pages19-xx:

- Added columns to identify Federal reimbursement for costs of Salary and wages and fringe benefits

- Modified the description of the type of the direct services provider as follows:
Direct Service Employees Included in Quarterly Listings - who billed Medicaid during reporting period

19-REGISTER(800) Billing page 19:

- Added columns to identify Federal reimbursement for costs of Salary and wages and fringe benefits

- Modified the description of the type of the direct services provider as follows:
Direct Cost - Medicaid Billing Employees Included in Quarterly Listings

20-REGISTER-Admin S&W, FB page 20:

- Added columns to identify Federal reimbursement for costs of Salary and wages and fringe benefits

21-REGISTER-Transport S&W, FB page 21:

Revised entire page 21

3. Q: What does "Enter Schedule number only" mean? Is this the total that was entered in ED001 for that category?

A:"Enter Schedule number only" , for example, as included in a description in column 5 of Register pages: means to enter the number of a schedule of the ED001 report where district included the amount of a salary that is going to be recorded in Column 6.

4. Q: How can district apply for an IDC rate? How can we validate whether the district has an approved IDC rate?

A: For indirect rate cost proposal submittal or related questions, please forward requests to Dave St. Laurent at the following e-mail address: Dave.StLaurent@ct.gov.

To learn how to prepare a proposal for IDC rate, please see below a Link to SDE site

http://www.sde.ct.gov/sde/lib/sde/pdf/fiscal/lea.pdf

5. Q: . We are recording the salary & wages and fringe benefits for all Direct Service Providers that we submitted to you for the quarterly time studies, correct? We are not just recording only those Direct Service Providers that submitted MSI billings during the 2011-2012 school year?

A: two conditions have to be met for the Salary and wages costs and fringe benefits cost of a Direct Service Provider to be included on Register page:

1)the name of the direct service provider has to be included on the summary list, and

2)the direct service provider had to bill Medicaid (submitted MSI billings) during the 2011-2012 school year.

6. Q: Under direct service cost: cost of copier contract the direct service provider uses? We have a general copier contract for the whole district. Do we still claim for direct service providers? We bill electronically, however, we need hard copies of time studies, etc.

A: Your district can include portion of the contract cost that is applicable to the direct service. Your district will have to allocate the total cost of copier contract using an allocation base. *For example a number of boxes of copy paper; if your district can identify number of boxes used by direct service employees.*

7. Q: Our district does not bill for contracted outside direct service contractors – we do not fill out Wks #3; correct?

A: If district neither engage in any contracts to provide any of the medical services approved under SPA 10-018 nor contracted with a vendor to process Medicaid claiming, then answer to your question is Yes.

8. Q: I have a question regarding the direct service cost versus administrative claiming cost. For example (*district name*) uses *(name of a vendor)* for billing. We claim under Administrative Claiming cost. Do we also list this under direct service cost? A follow-up call was placed to gain further information regarding this question and the following answer captures it all

A: District can claim cost of a contract with a vendor for Medicaid Billing as a direct cost. Record this cost on page 11 of the SBCH CR. if contract cost was recorded on line 404 of Schedule 4 of ED001 report claim on Worksheet 4

9. Q: Also, specialized transportation per the child's IEP – does that include curb to curb? A follow-up call was placed to gain further information regarding this question.

A: Yes.

10. Q: Do we report for school year of calendar year?

A: Report for school year

11. Q: To bill for nursing services, can the nursing service be listed anywhere in the IEP or does it have to be under goals and objectives?

A: I don't know. Please contact your IEP contact at the State Department of Education. The SPA 10-018 requires that for the service to be SBCH billable has to be prescribed in the student's IEP.

12. Q: How do we keep records to account for administrative time for IEP or 504 students?

A: The SBCH time study instructions require that employees selected to participate in a time study keep source documentation of activities and for time recorded on the time study forms. Acceptable source documentation could be calendar notes for particular date, appointment records and records of schedules.

13. Q: How do we account for use of materials for IEPed students when we purchase in bulk?

A: It depends what cost of materials you are trying to allocate to the users. Please send us an e-mail with the type of purchase cost you are trying to allocate and we will work with you to develop an appropriate allocation base if feasible.

14.Q: Can we bill for Section 504 students who have billable services in their 504 plan?

A: Districts can only bill Medicaid for SBCH service(s) prescribed in student's IEP.